



AGENDA

1. OPEN MEETING

- A. Attendance (Sally S./Dee Dee)
- B. Approve draft minutes from previous meeting

2. OLD BUSINESS

- A. Remind employees to use near miss reporting procedures
- B. Previous Safety Theme: Fireworks Safety
- C. Seasonal Safety Training was completed June 19th for field staff.
- D. The Incident Reporting & Investigation section of the Safety Manual was discussed. It was suggested that a section should be dedicated to being proactive in recognizing potential hazards. This includes identifying preventive measures that can be implemented before an actual incident occurs and communicating this information with everyone in your department. Patrick will work on verbiage to illustrate this point.
- E. Discuss any on-going issues (Brian D.)

3. INCIDENT REPORTING

- A. Incident Report (Sally S./Dee Dee)
- B. Near Miss Report/Department Follow-up
- C. Recommendations/Actions/Root Cause

4. INSPECTION REPORTING

- A. Inspection Report (Patrick)
- B. Discussion on inspections/concerns
- C. Corrective Action

5. NEW BUSINESS

- A. Fleet Safety Program
- B. Set safety theme for August: _____

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. No safety training scheduled for July. Next safety training will be a 'Confined Space Refresher' held on August 14th at 7:15am and 9:30am in the Electric Department's back garage for field staff only (Cemetery, Electric, DPW, Parks & Rec, Water & WWTP).
- B. ALICE Training will be scheduled in the future for all employees.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Thursday, August 8, 2024 at 8:15am.

8. ADJOURNMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.